



<http://digitalcommons.calpoly.edu>

**Institutional Repository  
Project Summary Report  
Sept 2007 – Sept 2010**

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**Prepared by Marisa L. Ramirez**

## **Executive Summary**

This final project report to the Provost summarizes the work of the Digital Repository Librarian and Digital Repository Assistant (LAI) during the three-year Provost-funded DigitalCommons@CalPoly service, during Academic Year (AY) 2007-2010. It is based on the subtask and annual reports that have been established during the project. Recommendations for future activities are also included.

The DigitalCommons@CalPoly is the university's institutional repository for Cal Poly faculty and student scholarship and important campus administrative documents. The site can be viewed online at <http://digitalcommons.calpoly.edu/>. The DigitalCommons@CalPoly delivers value to campus constituents by promoting discovery, research, cross-disciplinary collaboration and instruction by collecting, preserving and providing access to scholarly work created at Cal Poly.

## **Background**

In 2006, a Cal Poly Institutional Repository Task Group was charged with investigating the feasibility of launching a campus institutional repository and developing a preliminary project proposal. The Task Group Report recommended hiring two positions within the library (Digital Repository Librarian and Digital Repository Assistant), the purchase of the Berkeley Electronic Press' DigitalCommons software platform and phased project implementation to begin in 2007, with the first year devoted to proof-of-concept and piloting of services.

- **AY 2007- 2008 – Pilot Phase**

A Digital Repository Librarian was hired Oct 2007 to work with selected faculty from each college to understand needs and content, and with the software vendor to fully realize the benefits of the software platform.

In close consultation with the Research and Graduate Programs Office (RGP), the Digital Repository Librarian was tasked to transition from paper/microfilm to electronic theses submission in the DigitalCommons@CalPoly. In cooperation with the RGP Office, a pilot workflow was launched for electronic theses submission.

- **AY 2008-2009 – Launch Phase**

In fall of 2008, the Robert E. Kennedy Library rolled out the DigitalCommons@CalPoly, the university's institutional repository service for Cal Poly faculty and student scholarship and important campus administrative documents.

In collaboration with the Research and Graduate Programs Office, electronic submission of theses was also implemented in fall 2008 - a year ahead of schedule - making Cal Poly one of the few CSU campuses to employ digital archiving for theses.

The subsequent campus efficiencies and workflow transparency did not go unnoticed. Academic Senate Resolution AS-683-09 "Resolution on Archiving Senior Projects" lauded DigitalCommons@CalPoly for delivering value to campus, and recommended "rapid transition" to electronic submission to occur.

A pilot workflow for electronic submission of senior projects was launched during this phase.

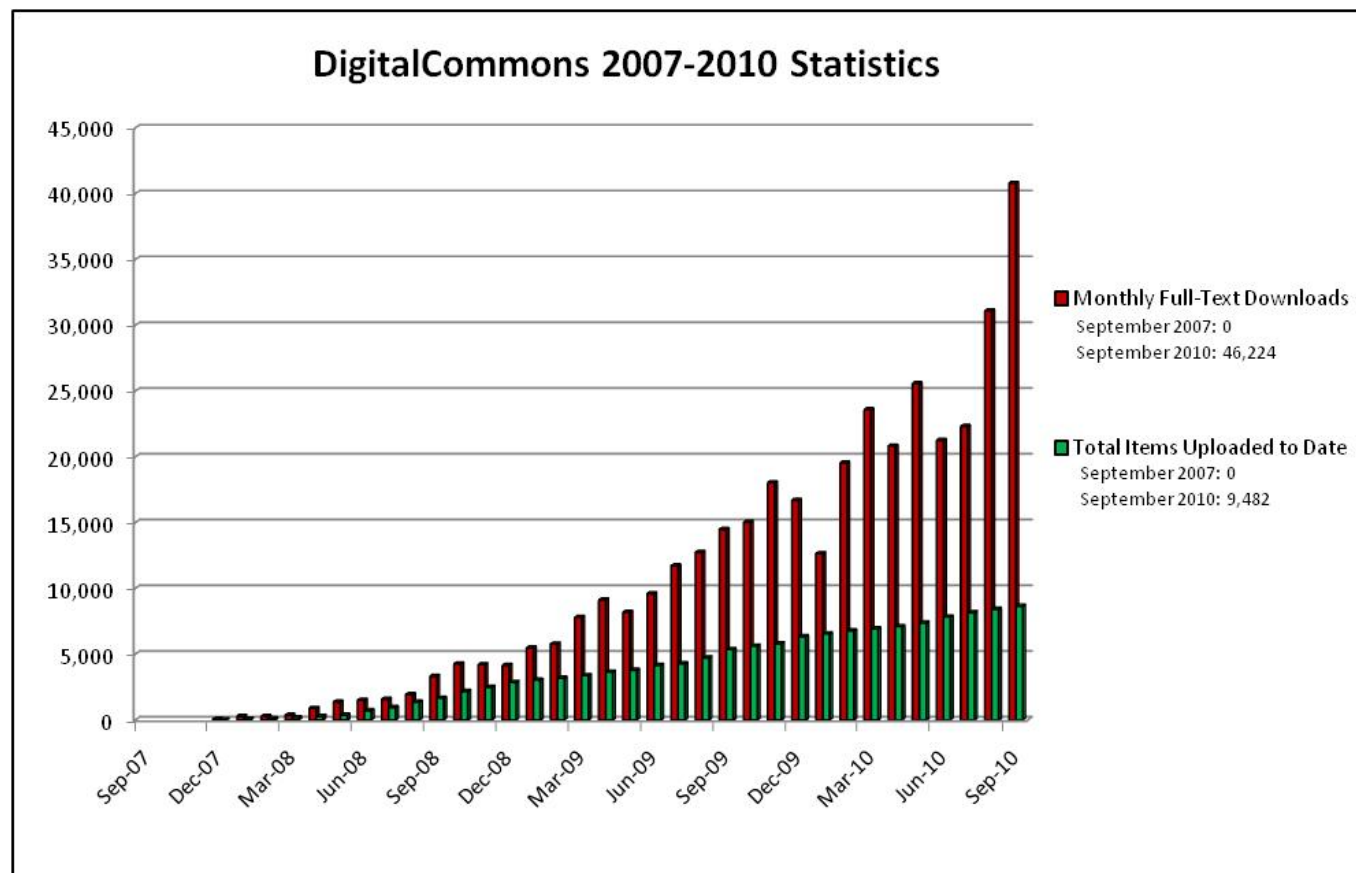
- **AY 2009-2010 – Additional Services Launched**

Academic Year 2009-2010 marked the third -and final- year of Provost funding for the DigitalCommons@CalPoly. In Fall 2009, electronic submission of senior projects was implemented, increasing the availability and visibility of undergraduate work and showcasing student research outputs in support of accreditation, faculty and student recruitment, advancement and other activities

Faculty certified the value delivered by DigitalCommons service to Cal Poly by unanimously passing the Academic Senate Resolution AS-701-10 "Resolution on Faculty Participation in DigitalCommons@CalPoly", stating "that Cal

Poly Academic Senate recommends campus-wide faculty participation in the University repository to enhance global access and availability of research, scholarship and creative activities.”

DigitalCommons surpassed 300,000 downloads in September 2010, demonstrating the continued interest and demand for the research and creative outputs by Cal Poly. A breakout of monthly contribution and use rates over the past three years are illustrated below.



### Project Objectives and Scope

The project objective, as articulated by the Task Group Recommendation, was “the creation of a searchable database of scholarly materials created by Cal Poly faculty and graduate students including the active collection, archiving and online delivery of the following content:

- Intellectual works of faculty, including published papers, conference abstracts, datasets, performances
- Intellectual works of students, specifically Master’s theses
- Records of events and performances contributing to the intellectual life of Cal Poly
- Other materials contributing to the intellectual life of Cal Poly”

The original project objectives were met and the scope was further expanded during the three-year Provost-funded period. In addition to Master’s theses and senior projects, the DigitalCommons@ Cal Poly features the broadest assortment of academic and institutional content among all DigitalCommons repositories. Content includes:

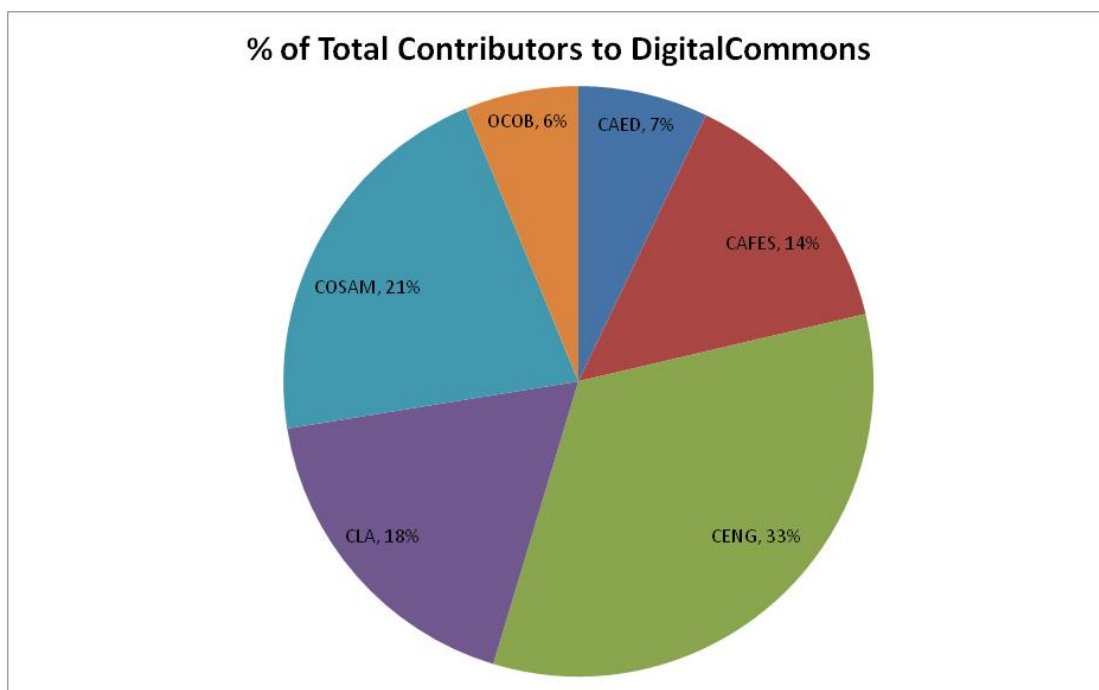
Abstracts  
Alumni publications  
Annual reports  
Architectural plans

Campus periodicals  
Campus photographs  
Conference proceedings  
Content from campus-hosted events

eBooks  
 Finding aids  
 Images of campus  
 Master plans  
 Master's theses  
 Peer-reviewed journal articles  
 Posters  
 PowerPoint presentations

Press releases  
 Research from campus institutes and centers  
 Senior projects  
 Speeches  
 Staff publications  
 Undergraduate essays  
 WASC reports

DigitalCommons has representative content from all campus colleges and departments. Of the total scholarly contributions to DigitalCommons, the College of Engineering (CENG) leads with 33%, followed by the College of Science and Mathematics (21%), College of Liberal Arts (18%), College of Agriculture, Food and Environmental Sciences (14%), College of Architecture and Environmental Design (7%), and the Orfalea College of Business (6%).



Berkeley Electronic Press features Cal Poly in sales demonstrations, marketing collateral and training demos to existing and potential software clients in the higher-education sector. Berkeley Electronic Press states *“Cal Poly has set an impressive foundation for a strong repository program. By positioning itself as a service for students and faculty, the library has integrated its repository-related services into campus operations to a degree seen only in a handful of cases. Despite the brief history of the DigitalCommons@CalPoly, it remains a compelling model for new repositories to emulate.”*

#### Measures of Success

All project deliverables were met for this project. With the library assuming funding for the DigitalCommons@CalPoly in FY 2010, the service has a stable source of funding which will allow DigitalCommons@CalPoly to continue services to campus.

In the past three years, the site has received visits from over 160 countries and territories including China, India, Brazil, and Germany. The map below displays the areas with the highest use rates of the DigitalCommons@CalPoly.



In the three years of operation:

**9,482 total items available** in the repository

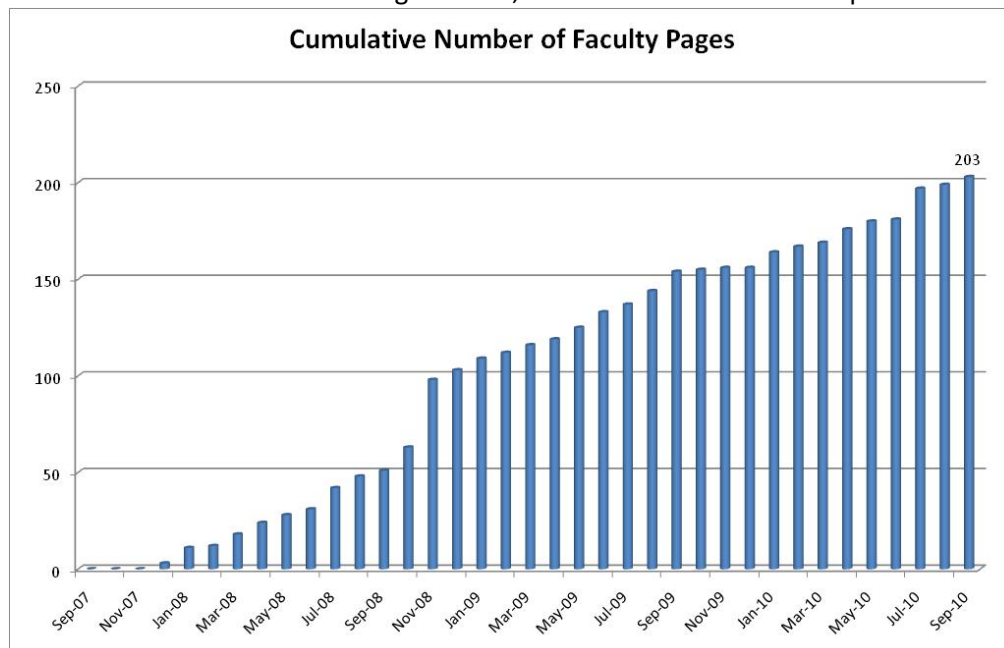
- **4<sup>th</sup>** out of 140 Digital Commons repositories in total items
- **22<sup>nd</sup>** out of 273 U.S. institutional repositories in total items

**Over 300,000 full-text downloads** by users worldwide

- **3<sup>rd</sup>** among Digital Commons repositories opened since 2007
- Present use is over 10,000 downloads per week

**Over 200 faculty profile pages**

- **2<sup>nd</sup>** out of 140 Digital Commons repositories in total number of faculty profile pages
- Provides added-value information including a full CV, contact information and expertise



**1<sup>st</sup> CSU campus** to implement e-submission of undergraduate work

- **Nearly 600** electronic senior projects available
- **Over 350** electronic theses available

**National recognition of DigitalCommons@CalPoly:**

- Invited speaking engagement at the American Library Association Winter Annual Meeting
- Invited day-long consultative visit and talks at Western Washington University
- Invited book chapter on IR Marketing Strategies by Association for Library Collections and Technical Services
- Invited webinar hosted by Association of Research Libraries

### **Looking Forward**

- The library community has shown a great deal of interest regarding potential roles to support new forms of scholarship often called “eScience”, scientific research that is data-intensive. Future directions may include increased support for new forms of inquiry and learning to better understand the challenges related to the creation, implementation, and sustained management of an integrated and comprehensive data curation strategy.
- By deliberately lowering time and expertise barriers for participants, the service has become enormously popular. Scaling services while maintaining high degree of responsiveness to faculty, staff and students is a current and future consideration.
- While campus adoption of the DigitalCommons@CalPoly service has been successful, there are additional areas for increased contribution of scholarship. Future directions will include an analysis and development of additional strategic marketing efforts to better inform and encourage adoption of this service.
- While online access to scholarly papers is increasingly important to research, faculty are typically unaware of issues surrounding the use, access and redistribution of their scholarly works. A natural next step would focus on methods for increasing campus awareness of open access and scholarly communication issues.
- Bottlenecks frequently occur with securing copyright permissions, creating delays in posting work on the DigitalCommons because publishers often hold copyright to published faculty work and have little financial incentive to provide timely responses to requests. Future directions could include the exploration of new methods for researchers to widely disseminate the results of research, through the creation of library-hosted ejournals.
- New applications of DigitalCommons@CalPoly, such as a platform for campus-based peer-review publishing and possible integration with existing academic software tools such as Digital Measures, creates opportunities for seamless campus workflows and realization of efficiencies

### **Conclusion**

DigitalCommons@CalPoly is solving chronic information management issues for students, faculty members and key academic units on campus by reducing the need for paper workflows and digital asset management at the unit level across campus. As we embark on future phases of development, DigitalCommons staff will continue to assess faculty and campus needs, customize and deliver repository functionalities, find new avenues to sustain and enhance services delivered to our campus.